

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission								3. Service				4. Employing Office Location				5. Duty Station				1. Agency Position No.															
<input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment Explanation (Show any positions replaced) Standard MWR NAF PD				<input checked="" type="checkbox"/> New <input type="checkbox"/> Other				<input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field								6. OPM Certification No.																			
7. Fair Labor Standards Act								8. Financial Statements Required								9. Subject to IA Action																			
<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt								<input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest								<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																			
10. Position Status								11. Position Is				12. Sensitivity				13. Competitive Level Code																			
<input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)								<input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither				<input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 4--Special Sensitive				14. Agency Use NAF																			
15. Classified/Graded by				Official Title of Position								Pay Plan				Occupational Code				Grade				Initials				Date							
a. Office of Personnel Management																																			
b. Department, Agency or Establishment																																			
c. Second Level Review				Accounting Clerk								NF				0525				01				SN 12-31-01											
d. First Level Review																																			
e. Recommended by Supervisor or Initiating Office																																			
16. Organizational Title of Position (if different from official title)												17. Name of Employee (if vacant, specify)																							
18. Department, Agency, or Establishment												c. Third Subdivision																							
a. First Subdivision												d. Fourth Subdivision																							
b. Second Subdivision												e. Fifth Subdivision																							
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.												Signature of Employee (optional)																							
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that												this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.																							
a. Typed Name and Title of Immediate Supervisor												b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)																							
Signature												Date				Signature												Date							
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.												22. Position Classification Standards Used in Classifying/Grading Position																							
Typed Name and Title of Official Taking Action												OPM Job Family Std Clerical Tech Acct Budget Work GS-0500C HRCD-4 Dec 97																							
S. J. NEW												Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.																							
Principal Classifier																																			
Signature												Date				12-31-01																			
23. Position Review												Initials				Date				Initials				Date				Initials				Date			
a. Employee (optional)																																			
b. Supervisor																																			
c. Classifier																																			
24. Remarks																																			
25. Description of Major Duties and Responsibilities (See Attached)																																			

NONAPPROPRIATED FUND POSITION DESCRIPTION JOB TITLE: Accounting Clerk **POSITION NUMBER** 01-0101 **JOB SERIES:** 0525 **PAY LEVEL:** NF-1 **Summary of Duties:**

Performs a variety of accounting clerical duties pertaining to the maintenance of accounting records involving routine and recurring tasks in areas such as, account receivable, account payable, invoice audits, sales audits, etc. May prepare documents, reports or records by hand or machine and/or automated data entry process.

Receives and processes a varied number of accounting documents, examines accounting documents and ensures each has appropriate approvals, post accounting information to data transaction sheets to reflect correct accounting classification and utilization of funds.

Reviews daily and monthly computer printouts and reconciles with manually maintained journals. As required, researches problem invoices to resolve any discrepancies. Searches records and files for discrepancies that exist in order to reconcile data.

Performs other related duties as assigned.

Minimum Qualifications:

Must be able to apply basic accounting clerical methods and techniques. Must be skilled in the use of various accounting machines, such as adding machine, calculators, etc., have a general knowledge of office practices and procedures as they relate to processing and sorting of financial data or records, and have legible handwriting. Experience in the use of personal computers is required. Six month of experience is preferred.